Kansas City Composite Squadron Position Policies

INTERNET TECHNOLOGY OFFICER (ITO)
(P227)

SENIOR MEMBER POSITION DESCRIPTIONS

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Unit Commander

Responsible for all matters pertaining electronic media and internet operations

They shall:

- Manage and direct unit Information Technology (IT) programs

- Serve as a unit Web Security Administrator (WSA) responsible for assigning and editing permissions for assigned members (if appointed by the Unit Commander via Wing Policy)

- Ensure that Operational Security (OPSEC), Information Security (INFOSEC), virus definition and appropriate software updates are performed in a timely manner

- Develop and implement local unit IT policies and procedures in support of CAP's missions

- Develop and implement training programs for unit members to ensure efficient use of all IT assets

- Oversee the development and maintenance of the unit's website

- Submit IT feedback and suggested improvements of information systems to higher headquarters on a quarterly basis

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- Assist the unit commander in generating up-to-date measurable performance data extracted from available information systems

- Support Function (CAP Help Desk - Unit Level):

    o Provide network administration and support of unit web site

    o Provide support for all approved CAP hardware

    o Provide support of all approved legal software

    o Track IT related support issues and inquiries for submission, through proper channels, to higher headquarters Information Technology Officer

- Other IT related duties as required

- Submits recommendations for a Cadet Information Technology Officer to the Deputy Commander of Cadets and the Unit Commander

- Review and comply with all relevant National, Wing and Squadron Policies

- Ensure compliance and submit completed CAPP 227 items to the Professional Development Officer and the Squadron Commander for certification for the next skill level

- Progress towards the Master skill set rating CAPP 227

The Information Technology Officer should be familiar with CAPR 50-4, CAPR 35-5, CAPR 110-1, OPSEC, and CAPP 227 and any relevant National, Wing and Unit directives

Assistant Information Technology Officers will follow the same guidelines as above